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ABSTRACT

This booklet contains the laws, policies, and procedures affecting certification of teachers and administrators in the state of Arizona. Specific requirements for certification are included. (JD)

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# Arizona

# RULES AND REGULATIONS
## GOVERNING THE
# CERTIFICATION OF TEACHERS
## AND
# ADMINISTRATORS
## IN ARIZONA

ED180954

Revised 1976

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ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## SECTION I

## LAWS, POLICIES, AND PROCEDURES AFFECTING CERTIFICATION AND EMPLOYMENT

### 1.00 – GENERAL INFORMATION

### 1.01 – LOCATION OF CERTIFICATION OFFICE, ARIZONA DEPARTMENT OF EDUCATION

CERTIFICATION OFFICE
ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson Street, Suite 126
Phoenix, AZ 85007

### 1.02 – HOW TO APPLY FOR CERTIFICATION

#### 1.02 01 – ITEMS REQUIRED BY CERTIFICATION OFFICE

##### 1.02 01 01 – APPLICANTS FROM ARIZONA "APPROVED PROGRAMS"

*Policy re Options for Certification Applications*

The State Board of Education, in order to facilitate the handling of applications from our Arizona Colleges of Education, instituted in 1963 the "Approved Teacher Preparation Program." Biennially the state colleges of education may present their teacher "preparation program" to the State Board for approval. The "preparation program" presented shall include course outlines for the subjects required by the State Board under the general education, academic and professional preparation requirements. Therefore the State Board presents prospective teachers in Arizona with two options for their certification applications.

*Institutional Recommendation Applications*

The applicant has attended a college of education in Arizona which has a state board "approved preparation program"; has had his course work evaluated and approved by the college of education; and has received from the office of the dean an "institutional recommendation" form indicating the type of certification for which the individual is prepared and eligible to apply. On the reverse side of this form is an application form where the other State Board requirements are listed and this completed form along with the proper fee(s) may be forwarded to the Director of Certification. If all the forms and fee(s) are correct, these applications are automatically accepted.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

*Individual Application*

The prospective in-state or out-of-state applicant may submit complete official transcripts of all course work completed; a signed and notarized application for certification; and the proper fee(s) directly to the Director of Certification for evaluation. The Director shall evaluate these applications on the basis of the requirements prescribed by the State Board of Education. (SBE APPROVED 11/19/74–A.G. APPROVED 1/18/74)

1.02 01 02 – APPLICATION FORMS

1.02 01 02 01 – REGULAR APPLICATION FORM

A completed, signed, and notarized Application for Certification form must be submitted to the Certification Office along with complete official transcripts and appropriate fee(s) as indicated on application form. All items must be completed, including the specification of the grade level (i.e., elementary grades K-8 or secondary grades 7-12, etc.) and/or specialized area of certification desired. Responses for which insufficient space is provided on the application must be continued on separate attachments, which also must be signed and notarized, and which form part of the application for certification.

1.02 01 02 02 – VOCATIONAL APPLICATION FORM

Applicants for vocational certification must obtain, complete, sign, have notarized, and submit the Application for Vocational Certification to the Certification Office with appropriate materials. The appropriate occupational field, grade level, and "teacher" or "teacher/coordinator" function must be specified on this application, along with other items. A complete summary of all occupational experience, including specific duties performed and exact period of time employed form an important part of this application. Additional blank sheets must also be completed, signed, and notarized.

1.02 01 03 – "COMPLETE, OFFICIAL TRANSCRIPTS"

Complete, official transcripts are required for all issuances. Such transcripts bear the seal of the institution and the signature of the *registrar*, and are usually sent by the institution directly to the Certification Office. Transcripts sent to teachers, themselves, are often unofficial. If official transcripts are to be sent to the Certification Office under separate cover, please so indicate in your Application for Certification or an accompanying letter.

1.02 01 04 – FEE(S): PROPER; NON-REFUNDABLE (SEE ALSO SEC. 3.02 01)

The evaluation–issuance fee for each certificate and endorsement applied for must be sent to the Certification Office along with the required application and transcripts. The fee for a certificate is as follows: residents of Arizona, $5.00; out-of-state applicants, $8.00. The fee for an endorsement is $3.00. *These fees are not refundable.* Please refer to the requirements for specific certification desired and the fee schedule to determine which fees to remit. Remittance may be by personal check or by money order and should be made payable to the Arizona Department of Education. An incorrect fee will cause a delay in service.

1.02 01 05 – COURSE AND/OR DEGREE WORK *"IN PROGRESS"*

No evaluation will be completed until all degree work is reflected on the official transcript. Applications reflecting work "in progress" will be returned.

1.02 01 06 – CITIZENSHIP

U. S. citizenship is *not* a prerequisite to Arizona certification.

1.02 01 07 – CRIMINAL CONVICTION INFORMATION

The Application for Certification contains the question "Have you ever been convicted of a misdemeanor or felony? If the answer is 'yes,' please give details on a separate sheet of paper, completed, SIGNED, and notarized." A form for the providing of all information on such convictions is available on request. Complete details may be submitted in the form of copies of court records, affidavits, etc. Additional details may be requested by the Director of Certification if necessary.

1.02 01 08 – PREVIOUS REFUSAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

The applications for certification contain the question "Have you ever been refused a teaching certificate or had a certificate suspended or revoked? (If the answer is yes, please give details on a separate sheet of paper)." Full details in response to an affirmative answer to this question must be provided to accompany the Application for Certification or on request from the Certification Office. Such details, if provided in an amplified letter of explanation, must be dated, signed, and notarized, and will form a part of the Application for Certification. Applicants refused certification on the basis of insufficient preparation *need not report in the affirmative.*

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 1.03 – TEACHING IN ARIZONA

### 1.03 01 – PLACEMENT

The Arizona Department of Education does not provide any placement service or facilities, whatsoever. The Arizona Educational Directory for the current year provides a listing of all Arizona local school districts and other information helpful in investigating the availability of positions in Arizona schools. (See paragraph 1.03 07 for further information on the Arizona Educational Directory.) Most placement is arranged directly with the individual Arizona school districts or through placement bureaus of the applicants' own institutions of higher education.

### 1.03 02 – SALARIES, OTHER EMPLOYMENT BENEFITS

There is no state salary schedule. Each school district sets its own salary schedule. In-coming transfer credit for previous teaching experience varies at the district level from 3 to 5 years. Further information may be obtained from the individual school districts. (See paragraph 1.03 07 for information on the Arizona Educational Directory.)

### 1.03 03 – RETIREMENT

#### 1.03 03 01 – RETIREMENT AGE

Any teacher in active service who becomes a member of the state employees' retirement system pursuant to the provisions of this article, shall be retired for service at the end of the school year following the date on which he attains the age of sixty-five, unless his employer approves and forwards annually to the state employees' retirement system board his application to be retained in his employment on a year to year basis.

#### 1.03 03 02 – RETIREMENT SYSTEM

Information on the Arizona State Retirement Plan for teachers may be obtained from the Arizona Teachers' Retirement System, P. O. Box 4305, Phoenix, Arizona 85030.

### 1.03 04 – INDIAN EDUCATION

There are many public school districts on the various Indian reservations of the State of Arizona, as well as schools operated by the Bureau of Indian Affairs of the United States Department of the Interior. Further information on the teaching of Indians may be obtained upon request from the Indian Education Office of the Arizona Department of Education. (All public schools in the state are listed in the Arizona Educational Directory, described more fully in paragraph 1.03 07.)

1.03 05 – PRIVATE SCHOOLS

No certification is required by the State of Arizona for private school teachers. Many private schools, particularly on the secondary level and for their own purposes, require such certification issued by the Teacher Certification Office as a prerequisite for employment. Further details must be obtained from the individual school. (See the Educational Directory described in paragraph 1.03 07 for further information on private schools.)

1.03 06 – HIGHER EDUCATION

1.03 06 01 – COMMUNITY COLLEGES

Information on certification for the Community Colleges of the State of Arizona may be obtained from the Arizona State Board of Directors for Community Colleges of Arizona, Suite 123, 1535 West Jefferson Street, Phoenix, Arizona 85007. Additional information on other public community institutions and private colleges may be obtained from the listing in the Arizona Educational Directory. (See paragraph 1.03 07 for further information.)

1.03 06 02 – UNIVERSITIES

There are three state-supported universities in the State of Arizona:

ARIZONA STATE UNIVERSITY
Tempe, Arizona 85281

NORTHERN ARIZONA UNIVERSITY
Flagstaff, Arizona 86001

THE UNIVERSITY OF ARIZONA
Tucson, Arizona 85721

Further information on the universities may be obtained from the Arizona Board of Regents, Suite 121, 1535 West Jefferson Street, Phoenix, Arizona 85007, or directly from the university.

1.03 07 – ARIZONA EDUCATIONAL DIRECTORY

The current Arizona Educational Directory, published by the Arizona Department of Education, lists all public and private schools, Arizona professional and governmental personnel in education, Arizona institutions of higher learning, professional education organizations, and many other categories of educational information. The Directory is available through the Administrative Services Office, Arizona Department of Education, 1535 West Jefferson Street, Phoenix, Arizona 85007, for $2.50, remittance to be made payable to Arizona Superintendent of Public Instruction.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 2.00 – POWERS AND DUTIES OF THE ARIZONA STATE BOARD OF EDUCATION

### 2.01 – CERTIFICATION OF TEACHERS

The state board of education shall:

20. Supervise and control the certification of teachers and prescribe rules and regulations therefore. "Teacher," as used in this paragraph, means a person engaged in instructional work directly, as classroom, laboratory or other teacher, or indirectly as supervisory teacher, principal or superintendent, in a public common or high school or other educational institution below college or university level. (Arizona Revised Statutes 15-102, 20)

### 2.02 – QUALIFICATIONS FOR PROFESSIONAL NON-TEACHING PERSONNEL

The state board of education shall:

21. Supervise and control the qualifications of professional nonteaching school personnel and prescribe standards relating to qualifications. (Arizona Revised Statutes 15-102, 21)

### 2.03 – CHARGE CERTIFICATION FEES

The state board of education shall:

22. Charge the fees prescribed in section 15-103 for the issuance or renewal of teachers' certificates. The fees received shall be remitted to the state treasurer who shall deposit them in the state school fund to the credit of the state board of education. (Arizona Revised Statutes 15-102, 22) (See section 3.02 01 for fee schedule.)

### 2.04 – REVOCATION OF CERTIFICATES

The state board of education shall:

23. Revoke all certificates or life diplomas for immoral or unprofessional conduct or for evident unfitness to teach. (Arizona Revised Statutes 15-102, 23)

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 3.00 – DUTIES AND RESPONSIBILITIES OF TEACHERS

### 3.01 – ELIGIBILITY

#### 3.01 01 – ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Teacher preparation and graduation essential: Graduation from a college, university, or teacher's college is in itself no assurance of eligibility for an Arizona certificate. These regulations should be read carefully both by those applying for a certificate and by administrators or boards employing teachers. (Rules and Regulations, 1966, page 2)

#### 3.01 02 – OTHER: AGE; LOYALTY OATH; CHARACTER AND HEALTH

In addition to the academic and professional qualifications listed in connection with the several certificates, applicants except foreign exchange teachers must:

A. Be at least eighteen years of age.

B. Subscribe to the oath to support the Constitution of the United States and the Constitution and Laws of the State of Arizona.

C. Possess high moral character and sound health; this qualification must be possessed by foreign exchange teachers. (Rules and Regulations, 1966, page 2)

### 3.02 – OBTAINING PROPER CERTIFICATION

Information concerning the procedures to be followed for the obtaining of certification from the Teacher Certification Office may be found in section 1.02. Other sections of these regulations and Arizona state law refer to the remittance of proper certification fees (sections 1.02 01 04 and 3.02 01), the required constitution examinations (section 3.02 01), and employment (section 3.04). The requirements for the various certificates provided by the regulations of the Arizona State Board of Education (sections 5.00 and following) should be referred to for determination of the proper certification required for the appropriate type of education service performed.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

3.02 01 – CERTIFICATION FEES REQUIRED

Fees to be charged by authority of the state board of education shall be as follows:

A. Issuance and evaluation, singly or both, of a basic certificate, including but not limited to temporary or standard teaching certificate, administrative, specialized service or vocational, five dollars to residents of this state and eight dollars for out of state applicants.

B. Renewal of each basic certificate, three dollars.

C. One-year certificates, including but not limited to a substitute certificate or a provisional certificate, two dollars.

D. One-year certificates, including but not limited to adult, special vocational, special technical or provisional, two dollars.

E. Specialized service and special subject endorsements, including but not limited to guidance-counselor, music, art, industrial arts, physical education, librarian or driver training, three dollars.

F. Issuance of a duplicate certificate, two dollars.

G. Each legal name change or change of coding on a certificate, two dollars. As amended, Laws 1966, Ch. 42. (Arizona Revised Statutes 15-103)

3.02 02 – ARIZONA, U. S. CONSTITUTION EXAMINATIONS

A. A person applying for a certificate authorizing him to become superintendent, principal, or teacher in public school shall, in addition to other requirements, pass a satisfactory examination upon the provisions and principles of the constitutions of the United States and Arizona.

B. A person who has not met the requirements of this section at the time application is made but who has met all other requirements, may be granted a certificate for not to exceed one year. No additional certificate may be granted until all requirements have been fulfilled as provided by the regulations of the state board of education governing certification of teachers.

C. A non-certified person, qualified under the federal and state plans for vocational education, shall be exempt from the provisions of this section for the purpose of acting as instructor for special adult and evening classes. As amended, Laws 1960, Ch. 127. (Arizona Revised Statutes 15-233)

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 3.04 – EMPLOYMENT IN PUBLIC SCHOOLS

### 3.04 01 – CHEST X-RAY OR SKIN TEST REPORT ON TUBERCULOSIS

#### 3.04 01 01 – EMPLOYMENT WITH TUBERCULOSIS PROHIBITED

1. No person shall be employed in the public schools when afflicted with pulmonary tuberculosis.

2. If it is ascertained that a person employed by a school board is afflicted with pulmonary tuberculosis, such person shall resign immediately, unless such person requests and is granted a leave of absence under section 15-444.02. Any continuing teacher who requests a leave of absence as prescribed in this subsection shall be granted a leave of absence. It is unlawful for a school board or superintendent to draw a warrant for salary, other than for accumulated sick leave, to a person afflicted with pulmonary tuberculosis for services rendered after an examination shows the affliction.

3. A school district employee shall not be required to submit to annual or other regular periodic examinations for tuberculosis.

#### 3.04 01 02 – POLICY RE CONTINUING HEALTH OF CERTIFICATED PERSONNEL

The State Board of Education in order to insure that certificated personnel remain free from tuberculosis, requires that in instances where an employee displays active symptoms of pulmonary disease the school board is authorized to require such employee to submit to such tests or examinations as a licensed physician deems appropriate.

The State Board further requires that certificated personnel who are found to have active tuberculosis shall not perform as classroom teachers until such time as they are found to be free of active tuberculosis symptoms.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

3.04 02 – RECORDING OF CERTIFICATE

3.04 02 01 – DUTY OF TEACHER

Every teacher shall:

Before assuming charge of a school, present his certificate to the county superintendent, who shall record it. (Arizona Revised Statutes 15-201, 1)

3.04 02 02 – CERTIFICATE AS PREREQUISITE TO WARRANT FOR SALARY

No warrant shall be drawn in payment of a teacher's salary by the county superintendent, unless the teacher is the holder of a legal certificate in force for the full term for which payment is demanded. (Arizona Revised Statutes 15-234)

3.04 03 – HOLDING VALID CERTIFICATE

3.04 03 01 – NO ONE MAY TEACH WITHOUT VALID CERTIFICATE

No one, including foreign and domestic exchange teachers, shall be permitted to teach in the public schools of the state unless he is the holder of a valid certificate. Any violation of this regulation shall be deemed unprofessional conduct and sufficient cause for the refusal to grant a certificate.

The purpose of this regulation is to keep all uncertified teachers out of the classroom regardless of how they are paid, either out of private or public funds, or whether they are paid at all. (Rules and Regulations, 1966, page 2)

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION
SECTION II

## REQUIREMENTS FOR CERTIFICATION

### 5.00 – REGULAR ELEMENTARY AND SECONDARY TEACHING
(Revised October 1, 1976)

ELEMENTARY AND SECONDARY CERTIFICATION MAY BE ISSUED TO ALL RECOMMENDED GRADUATES FROM ARIZONA INSTITUTIONS WHOSE PROGRAMS ARE APPROVED BY THE ARIZONA STATE BOARD OF EDUCATION.

### 5.01 02 – BASIC ELEMENTARY CERTIFICATE (BEC)*

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution.

B. General Education Requirements (Liberal Arts)

Forty-five (45) semester hours credit with preparation in each/all of the following fields:

| | |
|---|---|
| English | 2 courses |
| Arizona and U. S. Constitutions** | 1 course |
| U. S. History | 1 course |
| Social and Behavioral Sciences to include a course in General Psychology | 2 courses |
| Humanities and Arts | 2 courses |
| Science | 1 course |
| Mathematics | 1 course |

C. Academic Subject Field Requirements

1. One thirty (30) semester hour major (Education), OR
2. One eighteen (18) semester hour subject field and an additional twelve (12) semester hour subject field.

D. Professional Preparation Requirements

Twenty-four (24) semester hours distributed in each/all of the following areas:

1. Psychological and Philosophical Foundations
2. Curriculum and methods of teaching subjects to include***

| | |
|---|---|
| Reading | 1 course |
| Decoding Skills | 1 course |
| Practicum (including decoding skills)**** | 1 course |
| Language Arts | 1 course |
| Science | 1 course |
| Arithmetic | 1 course |

3. Student Teaching, K-8, OR
   Evidence of two (2) years of successful teaching experience in grades, K-8.

E. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades K-8.

F. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

5.01 03 – STANDARD ELEMENTARY CERTIFICATE (SEC)

A. The Standard Teaching Certificate may be issued to individuals who have:

1. Fulfilled all the requirements for the Basic Teaching Certificate.

2. Received a Master's Degree, OR have completed a thirty (30) semester hour approved program beyond the Bachelor's Degree from a Nationally or Regionally accredited institution. (This program shall be a Board approved university program or the equivalent as approved by the Director of Certification.)

B. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades K-8.

C. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

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*Basic Certificates may be issued on a "provisional," one-year basis for those who have certain "allowable" deficiencies defined by the State Board.

**May be accomplished by satisfactorily passing an examination on the provisions and principles of the Constitutions of the United States and Arizona.

***Or equivalent block courses developing these skills.

****A course providing supervised observation and participation in the diagnosis and teaching of the decoding and comprehension skills of reading. This practice must involve working with individual or small groups of children.

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## 5.02 02 – BASIC SECONDARY CERTIFICATE (BSC)*

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution.

B. General Education Requirements (Liberal Arts)

Forty-five (45) semester hours credit with preparation in each/all of the following fields:

| | |
|---|---|
| English | 2 courses |
| Arizona and U. S. Constitutions** | 1 course |
| U. S. History | 1 course |
| Social and Behavioral Sciences to include a course in General Psychology | 2 courses |
| Humanities and Arts | 2 courses |
| Science | 1 course |
| Mathematics | 1 course |

C. Academic Subject Field Requirements

One thirty (30) semester hour major in a subject taught in Arizona High Schools. Other majors may be added as per Board requirements.

D. Professional Preparation Requirements

Twenty-two (22) semester hours distributed in each/all of the following areas:

1. Psychological and Philosophical Foundations

2. Curriculum and methods of teaching subjects to include***

| | |
|---|---|
| Reading (including decoding skills) | 1 course |
| Practicum (including decoding skills)**** | 1 course |

3. Student Teaching, 7-12 OR

Evidence of two (2) years of successful teaching experience within grades, 7-12.

Electives – The remaining program shall be developed to give a well-rounded preparation for the teacher, providing latitude for the student's basic interests and needs.

E. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades 7-12.

F. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

5.02 03 -- STANDARD SECONDARY CERTIFICATE (SSC)

A. The Standard Secondary Certificate may be issued to individuals who have:

1. Fulfilled all the requirements for the Basic Teaching Certificate.

2. Received a Master's Degree, OR have completed a thirty (30) semester hour approved program beyond the Bachelor's Degree from a Nationally or Regionally accredited institution. (This program shall be a Board approved university program or the equivalent as approved by the Director of Certification.)

B. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades 7-12.

C. This certificate may be renewed for a period of six (6) years upon evidence of continuous employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

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*Basic Certificates may be issued on a "provisional," one-year basis for those who have certain "allowable" deficiencies defined by the State Board.

**May be accomplished by satisfactorily passing an examination on the provisions and principles of the Constitutions of the United States and Arizona.

***Or equivalent block courses developing these skills.

****A course providing supervised observation and participation in the diagnosis and teaching of the decoding and comprehension skills of reading. This practice must involve working with individual or small groups of children.

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## 6.00 – ADMINISTRATIVE AND SUPERVISORY CERTIFICATION

ADMINISTRATIVE CERTIFICATION MAY BE ISSUED TO ALL RECOMMENDED GRADUATES FROM ARIZONA INSTITUTIONS WHOSE PROGRAMS ARE APPROVED BY THE ARIZONA STATE BOARD OF EDUCATION. (Revised October 1, 1976)

## 6.01 – SUPERVISOR

The Supervisor Certificate shall be required of all supervisors and/or consultants at the appropriate level in the elementary and secondary schools. (Rules and Regulations, 1966, p. 5, revised September 28, 1970)

Requirements:

A. Teaching Certificate at the appropriate level

B. A Master's Degree or more advanced degree with major preparation in the area to be supervised

C. A minimum of three (3) years of appropriate classroom teaching experience

D. A minimum of forty-five (45) graduate semester hours. This shall include the completion of an approved program in Educational Administration and/or Supervision from an accredited institution; or fifteen (15) graduate semester hours in Educational Administrative and/or Supervisory coursework, of which twelve (12) of these hours shall be approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless three years of educational administrative and/or supervisory experience has been attained

### 6.01 03 – SPECIALIZED AREAS

(Specialized assignment areas such as Guidance Counselor Grades K-12, Reading Grades K-12, etc., may be posted to a Supervisor Certificate issued in accordance with section 6.01 above if specialized certification in that assignment area is also held – i.e., Guidance Counselor Grades K-12 Endorsement, Reading Endorsement Grades K-12, etc.)

## 6.02 – PRINCIPAL

A. An Elementary or Secondary Teaching Certificate. (Elementary Certificate required for Elementary Principal; Secondary Certificate required for Secondary Principal)

B. A Master's Degree or more advanced degree

C. A minimum of three (3) years of successful classroom teaching experience at the appropriate level

D. A minimum of fifty-four (54) graduate semester hours. This shall include the completion of an approved administrator's preparation program for the principalship in an accredited institution; or twenty-seven (27) graduate semester hours in Educational Administrative coursework, of which twenty-one (21) of these hours shall be approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless three years of educational administrative experience has been attained

**6.03 – SUPERINTENDENT**

A. An Elementary or Secondary Teaching Certificate

B. A Master's Degree or more advanced degree

C. A minimum of four (4) years of educational experience, of which at least three years must be classroom teaching experience

D. A minimum of sixty (60) graduate semester hours. This shall include the completion of an approved administrator's preparation program for the Superintendency in an accredited institution; or thirty-three (33) graduate semester hours in Educational Administrative coursework, of which twenty-four (24) of these hours shall be approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless five years of educational administrative experience has been attained

**6.04 – PROVISIONAL ADMINISTRATIVE CERTIFICATE**

(Issued as Provisional Elementary Principal, Provisional Secondary Principal, and Provisional Superintendent. Regulation follows:)

A. An Elementary or Secondary Teaching Certificate. (Elementary Certificate required for Elementary Administrative Certification; Secondary Certificate required for Secondary Administrative Certification)

B. A Master's Degree or more advanced degree

C. A minimum of three (3) years of successful classroom teaching experience at the appropriate level

D. A minimum of forty-eight (48) graduate semester hours. This shall include eighteen (18) graduate semester hours in Educational Administrative coursework, of which twelve (12) of these hours shall be approved by the same institution. In both of the above cases, an internship experience shall be included unless three years of educational administrative experience has been attained

E. The maximum life of the certificate shall be for two (2) years

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**7.00 – SPECIALIZED SERVICE (SPECIAL EDUCATION)**

SPECIAL EDUCATION CERTIFICATION MAY BE ISSUED TO ALL RECOMMENDED GRADUATES FROM ARIZONA INSTITUTIONS WHOSE PROGRAMS ARE APPROVED BY THE ARIZONA STATE BOARD OF EDUCATION.

**7.01 – MENTALLY HANDICAPPED AREA (MHA); EMOTIONALLY DISTURBED AREA (EDA); PHYSICALLY HANDICAPPED AREA (PHA); LEARNING DISABILITIES (LDA) (Revised October 1, 1976)**

7.01 01 – BASIC SPECIAL EDUCATION CERTIFICATE (BSE in MHA, EDA, PHA, LDA)

A. Degree–(Undergraduate General Education requirements are the same for each area of Special Education as the Basic Elementary and Secondary Teaching certificates)

One of the following Bachelor's Degrees from a Nationally or Regionally accredited institution:

A Bachelor's Degree in Elementary or Secondary Education OR
A Bachelor's Degree in Special Education OR
A Bachelor's Degree which provides eligibility for a valid Arizona Elementary or Secondary Teaching Certificate

B. Professional Preparation

1. Eighteen (18) hours of Special Education coursework to include the following:

| | |
|---|---|
| a. Survey of/or Orientation to Exceptional Children | 1 course |
| b. A basic course in the area of Exceptionality | 1 course |
| c. Diagnosis or remediation of Learning Problems | 1 course |
| d. Methods of Teaching in the Specific Area of Exceptionality (or equivalent block courses) | 1 course |
| e. Elective in Special Education coursework | 1 course |
| f. Student teaching in the specific area of exceptionality or written evidence of one year of satisfactory teaching experience in the specific area of exceptionality. | |

2. Basic Certificate Requirements

Curriculum and methods of teaching of subject fields to include:

| | |
|---|---|
| Reading | 1 course |
| Decoding Skills | 1 course |
| Practicum (including decoding skills) | 1 course |
| Language Arts | 1 course |
| Science | 1 course |
| Arithmetic | 1 course |

C. This certificate shall be valid for six (6) years only and shall entitle the holder to teach Special Education in grades K-12 in the specific area(s) of exceptionality.

D. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

7.01 02 – STANDARD SPECIAL EDUCATION CERTIFICATE (SSE in MHA, EDA, PHA, LDA)

A. The Standard Special Education Certificate in the specific area of specialization may be issued to individuals who have:

1. Fulfilled all the requirements for a Basic Special Education Certificate, and

2. Received a Master's Degree in Education with a major in Special Education OR completed a minimum of 30 semester hours beyond the Bachelor's Degree consistent with approved programs in Special Education.

B. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach Special Education in grades K-12 in the specific area(s) of exceptionality.

C. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

7.01 03 – PROVISIONAL SPECIAL EDUCATION CERTIFICATE (PSE in MHA, EDA, PHA, LDA)

A. Degree – Same as for Basic Special Education Certificate

B. Professional Preparation

1. Twelve (12) hours of Special Education coursework to include the following:

| | |
|---|---|
| a. Survey of/or Orientation of Exceptional Children | 1 course |
| b. A basic course in the area of Exceptionality | 1 course |
| c. Methods of Teaching in the Specific Area of Exceptionality (or equivalent block courses) | 1 course |
| d. Elective in Special Education coursework | 1 course |

2. Basic Certificate Requirements: Same as for Basic Special Education Certificate.

C. The maximum life of the Provisional Special Education Certificate is one (1) year.

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## 7.02 – HEARING HANDICAPPED AREA

### 7.02 01 – BASIC HEARING HANDICAPPED CERTIFICATE (HHB)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. Academic Subject Field Requirements

A major in Education of the Hearing Handicapped, OR

A thirty (30) semester hour major in Education, plus thirty (30) semester hours in the Education of the Hearing Handicapped.

C. Professional Preparation Requirements

1. Curriculum and methods of teaching of subject fields to include:*

Special Education Courses

| | |
|---|---|
| Survey of/or orientation to Hearing Handicapped | 1 course |
| Audiology | 1 course |
| Aural Rehabilitation | 1 course |
| Methods of Teaching Hearing Handicapped | 1 course |
| Language and Speech | 1 course |

Basic Certification Requirements

| | |
|---|---|
| Reading | 1 course |
| Decoding Skills | 1 course |
| Practicum (including decoding skills) | 1 course |
| Science | 1 course |
| Arithmetic | 1 course |
| Language Arts | 1 course |

Student Teaching, or

Evidence of two (2) years of successful teaching of Hearing Handicapped.

Electives – The remaining program shall be chosen from any approved program in Special Education; teaching of the Hearing Handicapped; and related areas.

D. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach the hearing handicapped in grades K-12.

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*Or equivalent block courses developing these skills.

E. This certificate may be renewed for a period of six (6) years upon evidence of satisfactory continuous teaching or of leave approved during the period by a school board. If teaching has not been continuous or if said leave has not been approved during the six (6) years of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

7.02 02 – STANDARD HEARING HANDICAPPED CERTIFICATE (HHS)

The Standard Hearing Handicapped Certificate may be issued to individuals who have:

A. Fulfilled all the requirements for a Basic Hearing Handicapped Certificate;

B. Received a Master's Degree in Education with a major in Hearing Handicapped OR completed a minimum of thirty (30) semester hours of additional upper division or graduate work appropriate for the teaching of the Hearing Handicapped.

C. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach the hearing handicapped in grades K-12.

D. This certificate may be renewed for a period of six (6) years upon evidence of satisfactory continuous teaching or of leave approved during the period by a school board. If teaching has not been continuous or if said leave has not been approved during the six (6) years of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

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## 7.03 – VISUALLY HANDICAPPED AREA

### 7.03 01 – BASIC VISUALLY HANDICAPPED CERTIFICATE (VHB)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. Academic Subject Field Requirements

A major in Education of the Visually Handicapped, OR

A thirty (30) semester hour major in Education, plus twenty-five (25) semester hours in the Education of the Visually Handicapped.

C. Professional Preparation Requirements

1. Curriculum and methods of teaching of subject fields to include:

Special Education Courses

| | |
|---|---|
| Survey of/or orientation to Visually Handicapped | 1 course |
| Physiology of the Eye | 1 course |
| Methods of Teaching the Visually Handicapped | 1 course |

Skills Instruction

| | |
|---|---|
| Braille Skills, Procedures and Others | 1 course |
| Mobility Skills | 1 course |

Basic Certification Requirements

| | |
|---|---|
| Reading | 1 course |
| Decoding Skills | 1 course |
| Practicum (including decoding skills) | 1 course |
| Language Arts | 1 course |
| Science | 1 course |
| Arithmetic | 1 course |

Student Teaching, or

Evidence of two (2) years successful teaching of Visually Handicapped.

Electives – The remaining program shall be chosen from any approved program in Special Education; teaching the Visually Handicapped; and related areas.

D. This certificate shall be valid for six (6) years, and shall entitle the holder to teach the visually handicapped in grades K-12.

E. This certificate may be renewed for a period of six (6) years upon evidence of satisfactory continuous teaching or of leave approved during the period by a school board. If teaching has not been continuous or if said leave has not been approved during the six (6) years of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

7.03 02 – STANDARD VISUALLY HANDICAPPED CERTIFICATE (VHS)

The Standard Visually Handicapped Certificate may be issued to individuals who have:

A. Fulfilled all the requirements for a Basic Visually Handicapped Certificate; and

B. Received a Master's Degree in Education with a major in Visually Handicapped OR completed a minimum of thirty (30) semester hours of additional upper division or graduate work appropriate for the teaching of the Visually Handicapped.

C. This certificate shall be valid for six (6) years, and shall entitle the holder to teach the visually handicapped in grades K-12.

D. This certificate may be renewed for a period of six (6) years upon evidence of satisfactory continuous teaching or of leave approved during the period by a school board. If teaching has not been continuous or if said leave has not been approved during the six (6) years of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

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## 7.04 – SPEECH AND LANGUAGE THERAPY

### 7.04 01 – BASIC SPEECH AND LANGUAGE THERAPY CERTIFICATE (BSL)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. Academic Subject Field Requirements

A speech and language therapy certificate may be granted to applicants holding a bachelor's degree including evidence of completion of thirty (30) semester hours in a well-integrated program:

C. Professional Preparation Requirements

1. Thirty (30) semester hours in speech, hearing and language

2. Curriculum and teaching of subject fields

   a. Survey of/or orientation in basic areas of speech and hearing (not to include Clinical Practice), 2 courses.

   b. Speech correction and pathology (not to include Clinical Practice), 4 courses.

   c. Audiology, 1 course.

   d. Two hundred (200) clock hours of supervised Clinical Practice in speech, hearing, and language disorders.

3. Electives – The remaining program shall be chosen from any approved program in Special Education.

D. The Basic Speech and Language Therapy certificate may be issued for six (6) years. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or approved leave. If teaching has not been continuous or if said leave has not been approved during the six (6) year life of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

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7.04 02 – STANDARD SPEECH AND LANGUAGE THERAPY CERTIFICATE (SSL)

A. The standard speech and language therapy certificate may be issued to individuals who have fulfilled all requirements for a basic speech and language therapy certificate; and completed thirty (30) graduate semester hours in courses that provide information about, and training in, the management of speech, hearing, and language disorders of which no more than six (6) may be in clinical practice, and no less than six (6) in audiology; and eighteen (18) semester hours in related fields (psychology, physiology, sociology, anatomy, linguistics, etc.); and two hundred seventy-five (275) clock hours of supervised clinical practice in speech, hearing, and language disorders.

B. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or approved leave. If teaching has not been continuous or if said leave has not been approved during the six (6) year life of the certificate, an additional five (5) semester hours of upper division or graduate work in an approved institution of higher learning is required for a six (6) year renewal.

(Adopted by State Board of Education, July 1, 1974)

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## PROFESSIONAL NONTEACHING PERSONNEL

**7.05 – PSYCHOLOGICAL SERVICES: SCHOOL PSYCHOMETRIST (PST); ASSISTANT SCHOOL PSYCHOLOGIST (PSA) AND SCHOOL PSYCHOLOGIST (PSS) (Effective October 1, 1976)**

A. Degree

A Master's Degree or higher degree from a Nationally or Regionally accredited institution.

B. Graduate Semester Hours in Approved Course Areas:

| | |
|---|---|
| Psychometrist | 30 Semester Hours |
| Assistant Psychologist | 50 Semester Hours |
| Psychologist | 70 Semester Hours |

C. Psychological Principles and Foundations – (Graduate level – a graduate level course, taken as an upper division student, for undergraduate credit would apply)

| | |
|---|---|
| Psychometrist | 9 Semester Hours in at least three of the following areas: |
| Assistant Psychologist | 12 Semester Hours in at least three of the following areas: |
| Psychologist | 18 Semester Hours in at least three of the following areas: |

1. Human Growth and Development
2. Theories of Personality
3. Educational Psychology
4. Abnormal/Social Psychology
5. Experimental/Physiological Psychology
6. Behavioral/Learning Theory
7. Other courses in Psychological Principles and Foundations

D. Methods and Techniques – (Graduate level – a graduate level course, taken as upper division student, for undergraduate credit would apply)

| | |
|---|---|
| Psychometrist | 15 Semester Hours in at least three of the following areas (6 hours Individual Assessment): |
| Assistant Psychologist | 21 Semester Hours in at least three of the following areas (9 hours Individual Assessment): |
| Psychologist | 27 Semester Hours in at least three of the following areas (9 hours Individual Assessment): |

1. Individual Intellectual Evaluation (Assessment)
2. Group Assessment Techniques
3. Counseling/Psychotherapeutic Techniques
4. Diagnostic Techniques
5. Child Management Techniques
6. Special Education/Remedial Instruction

E. Educational Foundations – (Or current full-time teaching certificate)

| | |
|---|---|
| Psychometrist | 6 Semester Hours |
| Assistant Psychologist | 12 Semester Hours |
| Psychologist | 18 Semester Hours |

1. Educational Philosophy/Administration
2. Curriculum Development/Teaching Approaches
3. Learning Problems – Exceptional Child
4. Reading Methods
5. Other Adaptive Teaching Techniques

The additional hours to meet requirements at the respective levels may be taken from the previously defined areas or, if not, shall include hours in social or behavioral sciences.

F. Practice in a Psychoeducational Setting

| | |
|---|---|
| Psychometrist | 1 Semester Practicum |
| Assistant Psychologist | 1 School year Supervised Internship or<br>1 School year experience in School Psychology |
| Psychologist | 1 School year Supervised Internship or<br>1 School year experience in School Psychology |

G. This certificate is valid for a six-year period and is renewable.

H. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

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## 7.06 – SOCIAL WORK (GUIDELINES, ONLY – *NO CERTIFICATION*)

### 7.06 01 – ASSISTANT SCHOOL SOCIAL WORKER GUIDELINES

(Valid for one year of service, only.)

The Master of Social Work Degree (MSW) or equivalent professional social work degree from an accredited school of social work.

LIMITATION: An Assistant School Social Worker shall be employed in a school system having an established social work program including a staff member who qualifies as a School Social Worker (see below). (Established March 23, 1971)

### 7.06 02 – SCHOOL SOCIAL WORKER GUIDELINES

(Mandatory after one year of service as Assistant)

A. The Master of Social Work Degree (MSW) or equivalent professional social work degree from an accredited graduate school of social work.

B. One of the following:

1. One (1) year of field instruction in a school system, OR,

2. One (1) year of successful prior employment as a social worker in a school system, OR,

3. Six (6) semester hours of acceptable coursework in the organization or operation and philosophy of public schools. (Established March 23, 1971)

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In accordance with ARS 15-102(22), the State Board of Education has approved the following *minimum standards* for *School Nurses.* The standards are to be effective July 1, 1978. (Effective July 1, 1978, persons employed as "School Nurse" must meet the following standards.)

**7.07 – SCHOOL NURSE STANDARDS (NO CERTIFICATE)**

A. Registered Nurse with current Arizona nursing license.

B. Evidence of six (6) credit hours of coursework appropriate for School Nurses.*

C. Two years of successful clinical nursing practice as a Registered Nurse.

OR

A. Registered Nurse with a Baccalaureate Degree in Nursing from a Nationally or Regionally accredited institution.

B. Two years of successful clinical nursing practice as a Registered Nurse.

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***Recommended Areas of Study**

A. Organization and Administration of School Nursing Services including health problems, health concerns, needs of children and youth, responsibilities of the school nurse, and pupil health appraisal techniques.
B. Mental Health including mental retardation, perceptual handicaps, emotional disorders, and health guidance and counseling.
C. Analysis of Family Health and Social Problems, Interrelationships, Types and Functions of Community Agencies.
D. History and Organization of Education and/or Educational Foundations.
E. Supervised Field Experiences in School Nursing.
F. Emergency Medical Technology Courses.

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## 8.00 – ENDORSEMENTS

## 8.01 – GRADES K-12 SUBJECT AREA ENDORSEMENTS

8.01 01 – ART (AEN)

A certificate may be endorsed for teaching Art, Music, Physical Education, Industrial Arts, and other special subject areas as approved by the State Board of Education, in grades K-12 upon evidence of fulfillment of the following standards:

A. A valid basic teaching certificate, Elementary or Secondary.

B. Methods of teaching in the special subject area at the elementary and secondary levels.

C. Forty (40) semester hours in the special subject area.

D. Renewal requirements: when the Elementary or Secondary Certificate is renewed, the special subject area endorsement is automatically renewed.

8.01 02 – MUSIC (MEN)

(See section 8.01 01 above)

8.01 03 – PHYSICAL EDUCATION (PEN)

(See section 8.01 01 above)

8.01 04 – INDUSTRIAL ARTS (IEN)

(See section 8.01 01 above)

## 8.02 – SPECIALIZED ASSIGNMENT

8.02 01 – SCHOOL LIBRARIAN GRADES K-12 (LEN)

A. The possession of a valid teacher's certificate.

B. Specific professional preparation required:

1. Eighteen (18) semester hours in Library Science for grades K-12 Librarian Endorsement.

2. Courses must include Cataloging and Classification; Reference; Principles and Policies of Selection of Book and Non-print Materials; Administration of School Libraries; and Literature for Children or Adolescents.

3. Renewed concurrently and on the same basis as the regular Teacher's Certificate.

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8.02 02 – GUIDANCE-COUNSELOR GRADES K-12 (GEN)

Applicants possessing a valid Teacher's Certificate may have it endorsed with the Guidance-Counselor Endorsement if the following conditions are satisfied:

A. Present evidence of three (3) years of teaching experience; however, two (2) years of approved clinical and/or work experience may be accepted in lieu of the prescribed amount of teaching experience.

B. Any one of the following:

1. Completion of an approved program for school guidance and counseling personnel.

2. Possess a Master's Degree and have completed as a part of that program at least thirty (30) semester hours of specialization in guidance and counseling course experience.

3. Possess a Master's Degree and have completed, in addition to that degree, at least twenty-four (24) semester hours of specialization in guidance and counseling coursework.

(Adopted by State Board of Education, July 1, 1974)

8.02 03 – READING SPECIALIST GRADES K-12 (REN)

A. An elementary, secondary, or special education teaching certificate.

B. Completion of a Master's Degree or its equivalent.

C. A minimum of fifteen (15) semester hours in Reading, among which credit should be earned in Decoding in Reading, Diagnosis and Remediation of Reading Difficulties, and practicum and/or internship in Reading.

D. The Reading Endorsement is required for all personnel serving in the positions of Reading Specialist, Reading Consultant, Remedial Reading Teacher, Special Reading Teacher, or similar titles. (Rules and Regulations, 1966, p. 10, revised November 22, 1971)

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8.02 04 – DRIVER EDUCATION (DEN)

For any initial or renewal application for any Driver Education Endorsement, the applicant must:

A. Hold a valid Arizona Teaching Certificate.

B. Hold a valid Arizona operator's license.

C. Have successfully completed coursework considered appropriate for Driver Education in an accredited college or university. Guidelines for coursework considered appropriate:

1. Safety Education

2. Driver and Highway Safety Education

3. Laboratory Experience related to Driver Education (May be included in aforementioned course).

D. Have an acceptable driving record verified by the Ariz a Highway Department, License Division.

Guidelines:

1. Six violation points within the two years prior to application, or a revoked or suspended license as a result of a poor driving record or pending legal action, will be cause for denial.

2. Those applicants denied an endorsement for Driver Education will be required to maintain a driving record free of convictions from moving violations or chargeable accidents for a period of two years after their last conviction or chargeable accident before they can receive the Endorsement.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

8.02 05 – BILINGUAL EDUCATION TEACHER (BET) – APPROVED AREA ON APPROPRIATE CERTIFICATE

A. Valid elementary or secondary teaching certificate.

B. Completion of an approved program at an accredited college or university, OR,

C. Completion of an equivalent program to include evidence of competence in the following areas with a minimum of fifteen (15) semester hours in the culture and methodology areas:

1. Culture: fundamental aspects of ethnic group cultures; survey of commonalities and differences of the major aspects of cultures, including history, language, fine arts, and social sciences.

2. Methodology: the classroom methodology taught shall be related to the teaching major; a related multicultural field experience.

D. Language:

1. Proficiency in the second language must be verified by the language department of a regionally or nationally accredited institution.

2. Proficiency in English as a second language must be verified by the language department of a regionally or nationally accredited institution.

8.02 06 – EXPLORATORY HEALTH OCCUPATIONS (HEN)

A. Valid elementary or secondary teaching certificate.

B. Twenty-four (24) semester hours with appropriate distribution of courses in Biological and Behavioral Sciences.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 9.00 – SPECIAL, ADULT, AND SUBSTITUTE CERTIFICATION

### 9.01 – SUBSTITUTE CERTIFICATE (SUB)

A. Requirements

For elementary and secondary schools: a Bachelor's Degree or completion of a teacher education program including student teaching or two years' teaching experience.

B. Conditions

1. The Substitute Certificate may be used for substituting only and cannot be used to fill a vacancy occurring in a regular position.

2. The holder of a Substitute Certificate may be employed for a period not to exceed ninety (90) school days during any one school year. In an emergency, by a request from the local school district, the County School Superintendent may grant an extension to complete the school year.

C. Renewal of Certificate

The annual recording of the certificate at the office of a County School Superintendent revalidates the Substitute Certificate for the current school year. (Rev. 6/76)

D. Existing Substitute Certificates

All Substitute Certificates issued under previous rules and regulations shall hereafter be revalidated in accordance with the instruction under (C) above at the office of the County School Superintendent.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 9.02 – INTERN CERTIFICATION

### 9.02 01 – TEACHER INTERN POLICY

The State Board, pursuant to ARS 15-102.20 issues a Temporary Certificate which is valid for two years and is nonrenewable, designed to provide for the professional improvement needs of the young developing professionals. During this two-year intern program, the teacher will have available the expertise of the district and the teacher training institution. Successful completion of four semesters of an intern program will culminate in a district and university recommendation of a basic certificate. The instructional programs may include:

A. Conference after observations;

B. Informal discussions with local and university experts;

C. Evening and summer seminars;

D. Content coursework;

E. Reading assignments;

F. Independent projects providing individual instruction to concentrate on individual needs;

G. Other instructional programs.

Each teacher education institution is requested to submit to the State Board of Education a two-year intern program for consideration and eventual approval by the State Board of Education. (SBE APPROVED 1/7/74–A.G. APPROVED 1/22/74)

### 9.02 02 – TEACHING INTERN CERTIFICATE (TIC)

Applicants who are in progress beyond the junior or third year (90 semester hours) in an approved teacher preparation program in an Arizona institution may, upon recommendation of the dean of education, receive an intern certificate. The following conditions are applicable:

A. This certificate is limited to a one year period and is not renewable.

B. The intern program must be well-defined and must be an experimental program to test ideas in teacher education.

C. The intern certificate will entitle the holder to carry intern or paraprofessional duties in whatever grades or levels assigned.

D. The student must be engaged in clinical experiences under the direct supervision of qualified college and school organization personnel. (Adopted June 2, 1967)

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 9.03 – ADULT EDUCATION CERTIFICATE (NON-VOCATIONAL) (AEC)

An Adult Education Certificate to teach in any public school may be issued to individuals in the following categories for a period of one year:

A. A teacher in any college belonging to an approved accrediting association.

B. Holder of any regular state certificate or license in the field to be taught.

C. An individual who is outstanding in his field. He must be a college graduate or have at least five years' successful experience in the field to be taught. Also, his application for the certificate must be supported by a letter of recommendation from another reputable worker in the same field and a letter of recommendation from the administrator for whom he intends to work to the effect that the individual is the best-qualified teacher then available in that field.

This certificate in and of itself does not entitle the holder to teach in a common school or high school for which regular State Certification is required.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 9.05 – EMERGENCY CERTIFICATION

### 9.05 01 – EMERGENCY TEACHING CERTIFICATE (ETC)

A. An Emergency Teaching Certificate may be issued only when an emergency is verified by the local school officials with the concurrence of the County School Superintendent. An emergency situation may not be declared except within thirty (30) days prior to the opening of school, or, if a vacancy should occur during the school year.

B. Minimum preparation shall be qualification for a Substitute Certificate in accordance with standards in force.

C. The certificate will be designated "Emergency" and will have a valid period of one school year.

D. The certificate will entitle the applicant to enter into a teaching contract with the local school officials of the designated school.

E. The certificate may be reissued on the following bases:

1. Verification of the continuing emergency by the local school officials and the County School Superintendent.

2. Six (6) semester hours earned toward regular certification and/or a Bachelor's Degree.

### 9.05 02 – EMERGENCY SUBSTITUTE CERTIFICATE (ESC)

Applicants who fail to qualify for the Substitute Certificate may be issued an Emergency Substitute Certificate under the following conditions:

In cases of lack of available qualified Substitute Teachers to fill the needs of a school district, the local school administrator or school board must verify this emergency in writing; have this emergency concurred with in writing by the County School Superintendent; and petition the Director of Certification for issuance. This Certificate will be restricted to the petitioning school district for a period not to exceed ninety (90) school days during a school year.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.00 – VOCATIONAL EDUCATION

### 11.01 – PROVISIONAL CERTIFICATE

The Provisional Vocational Certificate may be issued in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education – (Consumer and Homemaking)
5. Home Economics Education – (Related Occupations)
6. Office Education
7. Trade and Technical Education

Provisional Vocational Certificates shall be issued for one (1) year. These certificates may be renewed for an additional one (1) year period upon completion of five (5) semester hours toward the Basic Vocational Certificate requirements. Since the academic/occupational and professional preparation requirements vary for each area, each will be listed separately.

### 11.01 01 – PROVISIONAL VOCATIONAL – AGRICULTURAL EDUCATION (PVT – VAG)

Applicant must meet all requirements for option (a) or (b).

A. Degree

Option (a) None

Option (b) A Bachelor's Degree

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Option (a) None

Option (b) Applicants *with* a Bachelor's Degree must have a minimum of eighteen (18) semester hours in the specialized subject matter area to be taught, such as Horticulture, Agricultural Mechanics, Forestry, Plant Production, Animal Production, Agricultural Resources, etc.

D. Professional Preparation Requirements

None

E. Occupational Requirements

Option (a) Must have a minimum of three (3) years (6,000 clock hours of occupational experience in the specialized area to be taught.

Option (b) Must have a minimum of one (1) year (2,000 clock hours) occupational experience in the specialized subject matter area to be taught, such as Horticulture, Agricultural Mechanics, Forestry, Plant Production, Animal Production, Agricultural Resources, etc.

11.01 02 – PROVISIONAL VOCATIONAL – DISTRIBUTIVE EDUCATION (PVT – VDE)

Applicant must meet all requirements for option (a) or (b)

A. Degree

Option (a) None

Option (b) A Bachelor's Degree

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Option (a) None

Option (b) Eighteen (18) semester hours of business administration to include six (6) semester hours in each of the following:

(1) Marketing
(2) Management
(3) Finance

D. Professional Preparation Requirements

None

E. Occupational Requirements

Option (a) Minimum three (3) years (6,000 clock hours) of occupational experience in the specialized area to be taught.

Option (b) It requires one (1) year (2,000 clock hours) occupational experience in the specialized subject matter area to be taught and/or a directed occupational experience in a Distributive Occupation.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.01 03 – PROVISIONAL VOCATIONAL – HEALTH OCCUPATIONS EDUCATION (PVT – VHO)

A. Degree

None

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

None

D. Professional Preparation Requirements

All applicants must meet the applicable licensure, certification, or registration requirements in the health occupations to be taught. (*See footnote)

E. Occupational Requirements

Completion of three (3) years of work experience within the last six (6) years in a health occupation within the certification area.

---

*Applicable state and national licensure, registration, or certification by professional categories:

**State of Arizona:**

(Issued by appropriate State agency)
- Registered Nurse (R.N.)
- Licensed Practical Nurse (L.P.N.)
- Physical Therapists (P.T.)
- Physicians (M.D.)
- Dentists (D.D.S.)
- Dental Hygienist
- Optometrist
- Pharmacist
- Psychologist
- Veterinarian
- Emergency medical Technician

National:
- Radiologic Technician
- Respiratory Therapist
- Dental Assistant
- Medical Laboratory Technician and Technologist

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.01 04 – PROVISIONAL VOCATIONAL – HOME ECONOMICS EDUCATION – (CONSUMER AND HOMEMAKING) (PVT – VHE)

A. Degree

Bachelor's Degree from a Nationally or Regionally accredited institution.

1. Comprehensive
2. Specialized

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

1. Comprehensive Consumer and Homemaking (no specialization):

Twenty-seven (27) semester hours in Home Economics with a minimum of one (1) course in each area marked with (*):

(*) Child Development
Directed Experience with Young Children
(*) Family Relations
(*) Clothing and Textiles
Family Economics
(*) Home Management
Directed Laboratory Experience in Home Management
(*) Foods and Nutrition
(*) Housing, Home Furnishing and Household Equipment

2. Specialization in Consumer and Homemaking:

None

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.01 05 – PROVISIONAL VOCATIONAL – HOME ECONOMICS EDUCATION – (RELATED OCCUPATIONS) (PVT – VRO)

A. Degree

Option (a) Without a Bachelor's Degree

Option (b) A Bachelor's Degree from a Nationally or Regionally accredited institution

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Option (a) None

Option (b) Eighteen (18) semester hours in a specialized subject matter area such as: Food Production and Services; Fashion Design and Production; Child Care Services, etc.

D. Professional Preparation Requirements

None

E. Occupational Requirements

Option (a) A minimum of three (3) years (6,000 clock hours) of occupational experience in the specialized area to be taught.

Option (b) One (1) year (2,000 clock hours) of occupational experience in a specialized subject matter area to be taught such as Food Service, Interior Decoration, Fashion Design, etc.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.01 06 – PROVISIONAL VOCATIONAL – OFFICE EDUCATION (PVT – VOE)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution with a major (thirty [30] semester hours) in business and office occupations.

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

A minimum of eighteen (18) semester hours of technical preparation. These eighteen (18) semester hours of credit may be distributed in areas of:

Office Administration
Office Management
Office Competencies

D. Professional Preparation Requirements

Applicants must have completed a minimum of three (3) semester hours in professional vocational preparation courses, such as:

Methods of Cooperative Education
Methods of Teaching Business Subjects
Principles of Vocational Education
Coordination Techniques
Vocational Guidance and Counseling
Adult Vocational Education
Individual Instruction

E. Occupational Requirements

One (1) year (2,000 clock hours) of occupational experience and/or a directed experience in Office Education.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.01 07 - PROVISIONAL VOCATIONAL - TRADE AND TECHNICAL EDUCATION (PVT - VTT)

A. Degree

Option (a) Has no degree or has a degree without a major (thirty [30] semester hours) in Industrial Education

Option (b) A Bachelor's Degree with a major (thirty [30] semester hours) in Industrial Education

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

None

D. Professional Preparation Requirements

None

E. Occupational Requirements

Option (a) Applicant must have a minimum of three (3) years (6,000 clock hours) of occupational experience in the specified trade to be taugnt such as: auto mechanics, commercial artist, carpenter, industrial electrician, printer, baker, machinist, electronics technician, civil technician, etc.

Option (b) Applicant must have a minimum of one (1) year (2,000 clock hours) of occupational experience in the specified trade to be taught such as: auto mechanics, commercial artist, carpenter, industrial electrician, printer, baker, machinist, electronics technician, etc.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.02 – BASIC VOCATIONAL CERTIFICATE

The Basic Vocational Certificate may be issued in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education – (Consumer and Homemaking)
5. Home Economics Education – (Related Occupations)
6. Office Education
7. Trade and Technical Education

This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

Since the academic/occupational and professional preparation requirements vary for each area, each will be listed separately.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.02 01 – BASIC VOCATIONAL – AGRICULTURAL EDUCATION (BVT – VAG)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. General Education Requirements

None

C. Academic Subject Field Requirements

Fifty (50) semester hours in Agriculture with a minimum in each specified area as follows:

| | |
|---|---|
| Animal Science – | five (5) semester hours |
| Plant Science, including Soils – | five (5) semester hours |
| Agricultural Engineering – | five (5) semester hours |
| Economics, Agricultural Economics – | five (5) semester hours |
| Agricultural Resources (Conservation, Wildlife, Forestry, Outdoor Recreation, Survival, etc.) – | five (5) semester hours |

D. Professional Preparation Requirements

Eighteen (18) semester hours in professional preparation to include content in each of the following areas:

Methods of teaching Vocational Agriculture
Curriculum and Materials of Instruction
(Student) teaching in Vocational Agriculture *OR*
two (2) years satisfactory teaching in grades K-12

E. Occupational Requirements

One (1) year (2,000 clock hours) of farming and/or agricultural occupation experience after fourteen (14) years of age. (Living on a farm and participating in regular farm activities or working in agricultural occupations during and after high school years shall be considered satisfactory in meeting this requirement.) *OR*

A planned occupational experience acquired through an organized program approved by State Director (usually in cooperation with a Teacher Education Program).

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.02 02 – BASIC VOCATIONAL – DISTRIBUTIVE EDUCATION (BVT – VDE)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Eighteen (18) semester hours in Business Administration with a minimum of six (6) semester hours in each specified area as follows:

Marketing
Management
Finance

D. Professional Preparation Requirements

Twelve (12) semester hours in professional preparation, with one (1) course in each of the following:

Methods of Teaching Distributive Education
Individualized Instruction
Curriculum and Materials of Instruction for Distributive Education

E. Occupational Requirements

The teacher shall meet one of the following requirements:

1. One (1) year (2,000 clock hours) of a Distributive Occupational experience.

2. A planned occupational experience acquired through an organized program (usually in cooperation with the Teacher Education program).

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.02 03 – BASIC VOCATIONAL CERTIFICATE – HEALTH OCCUPATIONS EDUCATION (BVT – VHO)

11.02 03 01 – BASIC VOCATIONAL CERTIFICATE – HEALTH OCCUPATIONS

A. Degree

None

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

1. Thirty (30) semester hours in the professional and technical areas in or directly related to the health profession being taught.

2. Fifteen (15) semester hours in the social and physical sciences.

D. Professional Preparation Requirements

All applicants shall meet any applicable licensure, certification or registration requirements in the health occupation to be taught. (*See footnote)

E. Occupational Requirements

Completion within the last six (6) years of one (1) year (2,000 clock hours) of occupational experience in health occupations within the certification area.

11.02 03 02 – BASIC VOCATIONAL CERTIFICATE – EXPLORATORY

See Exploratory Health Occupations Endorsement (11.08)

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*Applicable state and national licensure, registration, or certification by professional categories:

| | |
|---|---|
| **State of Arizona:** | Registered Nurse (R.N.) |
| | Licensed Practical Nurse (L.P.N.) |
| (Issued by | Physical Therapists (P.T.) |
| appropriate | Physicians (M.D.) |
| State agency) | Dentists (D.D.S.) |
| | Dental Hygienist |
| | Optometrist |
| | Pharmacist |
| | Psychologist |
| | Veterinarian |
| | Emergency Medical Technician |
| National: | Radiologic Technician |
| | Respiratory Therapist |
| | Dental Assistant |
| | Medical Laboratory Technician and Technologist |

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.02 04 – BASIC VOCATIONAL – HOME ECONOMICS EDUCATION – (CONSUMER AND HOMEMAKING) (BVT – VHE)

A. Degree

Bachelor's Degree from a Nationally or Regionally accredited institution

1. Comprehensive
2. Specialized

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Either of the following:

1. Comprehensive Consumer and Homemaking (no specialization):

Thirty-six (36) semester hours in Home Economics, with a minimum in each specified area as follows:

| | |
|---|---|
| Child Development – | one (1) course |
| Directed Experience with Young Children – | one (1) course |
| Family Relations – | one (1) course |
| Clothing and Textiles – | two (2) courses |
| Family Economics – | one (1) course |
| Home Management – | one (1) course |
| Directed Laboratory Experience in Home Management – | one (1) course |
| Foods and Nutrition – | two (2) courses |
| Housing, Home Furnishing and Household Equipment – | two (2) courses |

2. Specialization in Consumer and Homemaking:

Thirty-six (36) semester hours in Home Economics with eighteen (18) semester hours in any *one* (1) of the following five (5) areas, and the other eighteen (18) semester hours selected from the *other four (4) areas.*

Human Development and the Family
Textiles and Clothing
Foods and Nutrition
Consumer Education and Management
Environmental Housing and Life Styles

Certificates issued in any of these specialized areas may be used for teaching in *that area only.*

D. Professional Preparation Requirements

Eighteen (18) semester hours in professional courses to include content in each of the following areas:

1. Methods of Teaching Home Economics Education (Consumer and Homemaking)
2. Directed Teaching in Home Economics or two (2) years satisfactory teaching experience in Home Economics, grades 7-14.

E. Occupational Requirements

None

11.02 05 – BASIC VOCATIONAL CERTIFICATE – HOME ECONOMICS EDUCATION – (RELATED OCCUPATIONS) (BVT – VRO)

A. Degree

Bachelor's Degree from a Nationally or Regionally accredited institution

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Major (thirty [30] semester hours) in Home Economics

D. Professional Preparation Requirements

Eighteen (18) semester hours in professional preparation to include content in each of the following areas:

1. Methods of Teaching Occupational Home Economics Education.
2. Directed Teaching in Vocational Home Economics Occupations or two (2) years of satisfactory teaching of Home Economics in grades 7-14.

E. Occupational Requirements

One of the following:

1. One (1) year (2,000 clock hours) of occupational experience in a Home Economics Related Occupation area to be taught.
2. Five (5) semester hours of an internship work experience under the guidance of an approved Home Economics Teacher Education program.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.02 06 – BASIC VOCATIONAL – OFFICE EDUCATION (BVT – VOE)

A. Degree

A Bachelor's from a Nationally or Regionally accredited institution, with a major (thirty [30] semester hours) in business and office occupations.

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

A minimum of eighteen (18) semester hours of technical preparation. The eighteen (18) semester hours of credit may be distributed in areas of:

Office Administration
Office Management
Office Competencies

D. Professional Preparation Requirements

A minimum of twelve (12) semester hours in professional vocational preparation courses, such as:

Methods of Cooperative Education
Methods of Teaching Business Subjects
Principles of Vocational Education
Coordination Techniques
Vocational Guidance and Counseling
Adult Vocational Education
Individual Instruction

E. Occupational Requirements

One year (2,000 clock hours) of occupational experience and/or a directed experience in Office Occupations.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.02 07 – BASIC VOCATIONAL – TRADE AND TECHNICAL EDUCATION (BVT – VTT)

A. Degree

None

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

None

D. Professional Preparation Requirements

Fifteen (15) semester hours of Trade and Technical professional preparation courses such as:

Methods of Trade and Technical Teaching
Shop and Laboratory Planning, Organization and Control
Selection and Development of Instructional Materials
Vocational Guidance
History and Philosophy of Vocational and Career Education

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.03 – STANDARD VOCATIONAL CERTIFICATE

The Standard Vocational Certificate may be issued in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education (Consumer and Homemaking)
5. Home Economics Education (Related Occupations)
6. Office Education
7. Trade and Technical Education

This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

Since the academic/occupational and professional preparation requirements vary for each area, each will be listed separately.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.03 01 – STANDARD VOCATIONAL – AGRICULTURAL EDUCATION (SVT – VAG)

A. Degree

A Bachelor's from a Nationally or Regionally accredited institution and have completed all requirements for an approved Master's Degree or thirty (30) semester hours of appropriate upper division or graduate level credit beyond the Bachelor's Degree.

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Must meet all requirements for a Basic Certificate in Agriculture *plus* appropriate upper division or graduate level courses used to meet Master's Degree or thirty (30) semester hour requirements.

D. Professional Preparation

Must meet all requirements for a Basic Certificate in Agriculture *plus* appropriate upper division or graduate level courses used to meet Master's Degree or thirty (30) semester hour requirements.

E. Occupational Requirements

Must meet all requirements for Basic Certificate in Agriculture.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.03 02 STANDARD VOCATIONAL – DISTRIBUTIVE EDUCATION (SVT – VDE)

A. Degree

An approved Master's Degree or thirty (30) semester hours of appropriate upper division or graduate level credit beyond a Bachelor's Degree.

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

Applicants must also have completed a minimum of thirty (30) semester hours of technical preparation in Business Administration including a minimum of six (6) semester hours in each of three (3) areas:

| | |
|---|---|
| Marketing | minimum six (6) semester hours |
| Management | minimum six (6) semester hours |
| Finance | minimum six (6) semester hours |

D. Professional Preparation Requirements

Applicants must have completed a minimum of eighteen (18) semester hours in professional vocational preparation, to include one (1) course in each of the following:

Curriculum and Materials of Instruction for Distributive Education
Methods of Teaching Distributive Education
Individualized Instruction

E. Occupational Requirements

The teacher shall meet one of the following requirements:

1. One (1) year (2,000 clock hours) of a Distributive Occupational experience.

2. A planned occupational experience acquired through an organized program (usually in cooperation with the Teacher Education program).

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.03 03 – STANDARD VOCATIONAL CERTIFICATE – HEALTH OCCUPATIONS EDUCATION (SVT – VHO)

A. Degree

Bachelor's Degree

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

1. A minimum of forty (40) semester hours in the professional and technical areas in or directly related to their health profession.

2. Twenty-five (25) semester hours in the physical and social science areas.

D. Professional Preparation Requirements

1. All applicants shall meet any applicable licensure, certification, or registration in the health occupations to be taught.*

2. A minimum of twelve (12) semester hours in education to include content in each of the following areas:

Methods of Teaching
Curriculum Development
Evaluation

E. Occupational Requirements

Completion, within the last six (6) years, of one (1) year of occupational experience in a health occupation within the certification area.

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*Applicable state and national licensure, registration, or certification by professional categories:

| | |
|---|---|
| **State of Arizona:** | Registered Nurse (R.N.) |
| | Licensed Practical Nurse (L.P.N.) |
| (Issued by appropriate State agency) | Physical Therapists (P.T.) |
| | Physicians (M.D.) |
| | Dentists (D.D.S.) |
| | Dental Hygienist |
| | Optometrist |
| | Pharmacist |
| | Psychologist |
| | Veterinarian |
| | Emergency Medical Technician |
| **National:** | Radiologic Technician |
| | Respiratory Therapist |
| | Dental Assistant |
| | Medical Laboratory Technician and Technologist |

**ARIZONA DEPARTMENT OF EDUCATION**
**CERTIFICATION DIVISION**

11.03 04 – STANDARD VOCATIONAL – HOME ECONOMICS EDUCATION (CONSUMER AND HOMEMAKING) (SVT – VHE)

A. Degree

Master's from a Nationally or Regionally accredited institution or thirty (30) semester hours of appropriate upper division or graduate level credit beyond the Bachelor's Degree.

B. Academic Subject Field Requirements

Meets Requirements for a Basic Vocational Certificate

C. Professional Preparation Requirements

Meets requirements for a Basic Vocational Certificate

D. Occupational Requirements

None

11.03 05 – STANDARD VOCATIONAL – HOME ECONOMICS EDUCATION (RELATED OCCUPATIONS) (SVT – VRO)

A. Degree

Master's from a Nationally or Regionally accredited institution or thirty (30) semester hours of appropriate upper division or graduate level credit beyond the Bachelor's Degree.

B. General Education Requirements

None

C. Academic Subject Field Requirements

Meets requirements for a Basic Vocational Certificate

D. Professional Preparation Requirements

Meets requirements for a Basic Vocational Certificate

E. Occupational Requirements

Meets requirements for a Basic Vocational Certificate.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

11.03 06 – STANDARD VOCATIONAL – OFFICE EDUCATION (SVT – VOE)

A. Degree

Approved Master's or thirty (30) semester hours of appropriate upper division or graduate level credit beyond the Bachelor's Degree.

B. General Education Requirements (Liberal Arts)

None

C. Academic Subject Field Requirements

A minimum of eighteen (18) semester hours of technical preparation. The eighteen (18) semester hours of credit may be distributed in areas of:

Office Administration
Office Management
Office Competencies

D. Professional Preparation Requirements

A minimum of twelve (12) semester hours in professional vocational preparation courses, such as:

Methods of Cooperative Education
Methods of Teaching Business Subjects
Principles of Vocational Education
Coordination Techniques
Vocational Guidance and Counseling
Adult Vocational Education
Individual Instruction

E. Occupational Requirements

One (1) year (2,000 clock hours) of occupational experience and/or a directed experience in Office Education.

**ARIZONA DEPARTMENT OF EDUCATION**
**CERTIFICATION DIVISION**

11.03 07 – STANDARD VOCATIONAL – TRADE AND TECHNICAL EDUCATION (SVT – VTT)

A. Degree

Option (a) Has no degree or has a degree without thirty (30) semester hours in Industrial Education.

Option (b) Bachelor's Degree with major (thirty [30] semester hours) in Industrial Education.

B. General Education Requirements (Liberal Arts)

Thirty (30) semester hours of appropriate coursework toward a degree in Industrial Education.

C. Academic Subject Field Requirements

None

D. Professional Preparation Requirements

Fifteen (15) semester hours of Trade and Technical professional preparation courses such as:

Methods of Trade and Technical Teaching
Shop and Laboratory Planning, Organization, and Control
Selection and Development of Instructional Materials
Vocational Guidance
History and Philosophy of Vocational and Career Education
Education
Teaching Aids in Industrial Education
Administration of Industrial Education
Evaluation of Industrial Education
Public Relations in Industrial Education
Teaching Cooperative Education Programs

E. Occupational Requirements

Option (a) Has no degree or has a degree without a major (thirty [30] semester hours) in Industrial Education.

11.03 07 (cont'd)

Applicant must have a minimum of three (3) years (6,000 clock hours) of occupational experience in the specified trade to be taught, such as:

Auto Mechanics
Commercial Artist
Carpenter
Industrial Electrician
Printer
Baker
Machinist
Electronics Technician
Civil Technician

Option (b) Bachelor's Degree with major (thirty [30] semester hours) in Industrial Education.

Applicant must have a minimum of one (1) year (2,000 clock hours) of occupational experience in the specified trade to be taught, such as:

Auto Mechanics
Commercial Artist
Carpenter
Industrial Electrician
Printer
Baker
Machinist
Electronics Technician
Civil Technician

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.04 – EMERGENCY VOCATIONAL CERTIFICATE (SPECIAL NEEDS) (VSN)

The Emergency Vocational Certificate (Special Needs) may be issued in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education – (Consumer and Homemaking)
5. Home Economics Education – (Related Occupations)
6. Office Education
7. Trade and Technical Education
8. Special Needs Programs

A. The Emergency Vocational Certificate (Special Needs) may be issued only upon recommendation of the applicant by the local education agency and verification of successful experience *or* training of such applicant in the area to be taught. In requesting issuance of this Teaching Certificate (Special Needs) the local education agency shall submit evidence of the existence of an approved program of Special Needs education in which the applicant will be teaching (current "Funding Approval Form").

B. The Emergency Vocational Certificate (Special Needs) shall be limited to use in the local education agency requesting the certification and designated on the certificate. It shall also be limited to the area of assignment requested and designated.

C. The Emergency Vocational Certificate (Special Needs) shall be issued for a one (1) year period to instructors responsible for teaching Special Needs Programs approved by the Division of Vocational Education in the Arizona Department of Education.

D. The Emergency Vocational Certificate (Special Needs) may be renewed for an additional one (1) year period upon request and verification of Special Needs program by the local education agency.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.05 – ADULT VOCATIONAL CERTIFICATE (AVT)

The Adult Vocational Certificate may be issued to teachers responsible for the instructional program of adults in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education*
4. Home Economics Education – (Consumer and Homemaking)
5. Home Economics Education – (Related Occupations)
6. Office Education
7. Trade and Technical Education

Applicants for this certificate must be recommended by the local education agency and have experience in the area to be taught. Experience in the area to be taught, as well as ability to instruct, must be evaluated, verified, and approved by the local education agency.

The Adult Vocational Certificate is issued for two (2) years. This certificate may be renewed for a period of six (6) years upon the completion of six (6) clock hours of inservice training or have the approval of the appropriate office in the Department of Education.

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*All applicants must have any applicable licensure, certification, or registration requirements in the area to be taught.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.06 – COOPERATIVE EDUCATION ENDORSEMENT (CEN)

The Provisional, Basic, or Standard Vocational Certificates in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education – (Related Occupations only)
5. Office Education
6. Trade and Technical Education

may be endorsed with a Cooperative Education Endorsement upon verification of completion of one (1) course in vocational cooperative education.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.07 – GUIDANCE-COUNSELOR ENDORSEMENT (GEN)

The Provisional, Basic, or Standard Vocational Certificates in the areas of:

1. Agricultural Education
2. Distributive Education
3. Health Occupations Education
4. Home Economics Education – (Consumer and Homemaking)
5. Home Economics Education – (Related Occupations)
6. Office Education
7. Trade and Technical Education

may be endorsed with a Guidance-Counselor Endorsement if the following conditions are satisfied:

A. Present evidence of three (3) years of teaching experience; however, two (2) years of approved clinical and/or work experience may be accepted in lieu of the prescribed amount of teaching experience.

B. And any one of the following:

1. Completion of an approved program for school guidance and counseling personnel.

2. Possess a Master's Degree and have completed as a part of that program at least thirty (30) semester hours of specialization in guidance and counseling course experience.

3. Possess a Master's Degree and have completed, in addition to that Degree, at least twenty-four (24) semester hours of specialization in guidance and counseling coursework.

ARIZONA DEPARTMENT OF EDUCATION
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## 11.08 – EXPLORATORY HEALTH OCCUPATIONS ENDORSEMENT (HEN)

Grades K through 12 – Exploratory Health Occupations

An Elementary or Secondary Certificate may be endorsed for teaching Exploratory Health Occupations in grades K through 12 upon evidence of fulfillment of the following standards:

A. A valid teaching certificate, Elementary or Secondary.

B. Twenty-four (24) semester hours with appropriate distribution of courses in Biological and Behavioral Sciences.

Renewal Requirements

When the Elementary or Secondary Certificate is renewed, the Exploratory Health Occupations Endorsement is automatically renewed provided that performance in the area of the Endorsement has occurred within the last three (3) years.

ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION DIVISION

## 11.09 – INDUSTRIAL ARTS EDUCATION

### 11.09 02 – BASIC SECONDARY CERTIFICATE – INDUSTRIAL ARTS* (BSC – IAR)

A. Degree

A Bachelor's Degree from a Nationally or Regionally accredited institution

B. General Education Requirements (Liberal Arts)

Forty-five (45) semester hours credit with preparation in each/all of the following fields:

| | |
|---|---|
| English | 2 courses |
| Arizona and U. S. Constitutions** | 1 course |
| U. S. History | 1 course |
| Social and Behavioral Sciences to include a course in General Psychology | 2 courses |
| Humanities and Arts | 2 courses |
| Science | 1 course |
| Mathematics | 1 course |

C. Academic Subject Field Requirements

One thirty (30) semester hour major in a subject taught in Arizona High Schools. Other majors may be added as per Board requirements.

D. Professional Preparation Requirements

Twenty-two (22) semester hours distributed in each/all of the following areas:

1. Psychological and Philosophical Foundations

2. Curriculum and methods of teaching subjects to include***

| | |
|---|---|
| Reading (including decoding skills) | 1 course |
| Practicum (including decoding skills)**** | 1 course |

3. Student Teaching, 7-12 OR

Evidence of two (2) years of successful teaching experience within grades, 7-12.

Electives – The remaining program shall be developed to give a well-rounded preparation for the teacher, providing latitude for the student's basic interests and needs.

E. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades 7-[redacted]

F. This certificate may be renewed for a period of six (6) years upon evidence of continuous satisfactory teaching or other appropriate educational employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

11.09 03 – STANDARD SECONDARY CERTIFICATE – INDUSTRIAL ARTS* (SSC – IAR)

A. The Standard Secondary Certificate may be issued to individuals who have:

1. Fulfilled all the requirements for the Basic Teaching Certificate.

2. Received a Master's Degree, OR have completed a thirty (30) semester hour approved program beyond the Bachelor's Degree from a Nationally or Regionally accredited institution. (This program shall be a Board approved university program or the equivalent as approved by the Director of Certification.)

B. This certificate shall be valid for six (6) years only, and shall entitle the holder to teach in grades 7-12.

C. This certificate may be renewed for a period of six (6) years upon evidence of continuous employment, or approved leave granted by a school board during the last valid period of the certificate. If teaching or employment has not been continuous or if leave has not been approved during the six-year life of the certificate, an additional five (5) semester hours of appropriate coursework earned during or since the last valid period is required.

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*Basic Certificates may be issued on a "provisional," one-year basis for those who have certain "allowable" deficiencies defined by the State Board.

**May be accomplished by satisfactorily passing an examination on the provisions and principles of the Constitutions of the United States and Arizona.

***Or equivalent block courses developing these skills.

****A course providing supervised observation and participation in the diagnosis and teaching of the decoding and comprehension skills of reading. This practice must involve working with individual or small groups of children.

ARIZONA DEPARTMENT OF EDUCATION
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11.09 04 – ENDORSEMENT – GRADES K-12 – INDUSTRIAL ARTS (IEN)

A certificate may be endorsed for teaching in grades K-12 upon evidence of fulfillment of the following standards:

A. A valid Teaching Certificate, Elementary or Secondary

B. Methods of teaching Industrial Arts at the elementary and secondary levels.

C. Forty (40) semester hours in Industrial Arts.

Renewal Requirements:

When the Elementary or Secondary Certificate is renewed, the Industrial Arts endorsement is automatically renewed.